



Bartholomew County Public Library

"Providing Resources for Lifelong Learning and Enjoyment"

Technology Plan 2016-2018

Adopted by the Library Board of Trustees

January 18, 2016

Introduction

Bartholomew County Public Library serves nearly 77,000 residents via the Main Library in Columbus, Hope Branch, Bookmobile, and deposit collections at retirement homes and social service agencies.

The Main Library also houses the Columbus Subregional of Talking Books for the Blind and Physically Handicapped that provides services to residents in 16 counties of southeastern IN.

The BCPL mission statement “Providing resources for life-long learning and enjoyment” includes the incorporation of emerging technologies to inform, educate, entertain, and enrich users’ lives. It also expresses the library’s role in providing classes and individual assistance to help residents of all ages understand and use technology.

BCPL’s vision is to provide and utilize functional, fun, and cost-effective technologies to support the library’s mission of lifelong learning and enjoyment.

Assessment of Current Telecommunications Services, Hardware, Software, and Other Services

ILS - Automated System

The ILS system is SirsiDynix Symphony with Enterprise serving as the OPAC interface. The purchased modules are Cataloging and Circulation. Besides cataloging our physical and digital items, we also use Symphony to index *The Republic* Newspaper (Columbus IN). These functions have been automated since 1989, first with CLSI and then with Dynix and now SirsiDynix.

The current SirsiDynix system was installed in September 2010. In 2015, BCPL moved to a hosted environment with SirsiDynix being responsible for hosting our services rather than residing on a server within our building. The software is updated as new versions become available. Back-ups, indexing, and all other maintenance are performed as recommended.

Internet Wired and Wireless Access

BCPL has provided public Internet access since 1995. The most recent upgrade includes broadband fiber 45 mbps Internet access at the Main Library plus a 50mbps fiber connection running between Main Library and Hope Branch. The Bookmobile has a hotspot available for staff and public internet access.

Wireless Internet connectivity for public areas, some staff work areas, and the meeting rooms has been in place since 2004 at the Main Library and Hope Branch. The wireless network was upgraded in 2015. The wireless signal also is accessible in the parking area of Hope Branch. At the Main Library, the signal is accessible in limited spots outside of the building. The wireless system remains available 24/7.

The Internet access provider is ENA through the Indiana Public Library Consortium. The monthly cost for the fiber and T-1 line is subsidized by Universal Service Fund reductions and through an annual Indiana State Library grant

Computers

Public: 60 computers at Main Library, 8 at Hope Branch including

Computer Classroom: 11 computers at Main Library

AWE Early Learning System: 5 at Main Library, 1 at Hope Branch

Children's Games: 2 computers Main Library, 1 at Hope Branch

ADA accessible station: 1 at Main Library

Book Scan/Copier/Fax: 1 at Main Library

Catalog only stations: 5 at Main Library, 2 at Hope Branch

Meeting Rooms: 2 computers at Main Library

Staff: 50 computers at Main Library, 3 at Hope Branch

Staff: 5 laptops at Main Library, 2 iPads, 5 tablets/eReaders

Public and staff computers at the Main Library and Hope Branch have the full suite of Microsoft Office applications installed.

A PC Reservation and print management system is in use at the Main Library and Hope Branch.

Microform Readers

The Main Library maintains microform reader/computer systems for the public:

1 ST Imaging ViewScanII Digital Microfilm reader and attached computer

2 Konica-Minolta microform readers

1 Konica-Minolta printer

Copiers and Scanners

Copiers and scanners for use by the public and staff include:

1 Xerox copier for the public at the Main Library

1 Ricoh print station/scanner/fax for public use at the Main Library

1 Book Scan Station for public use at the Main Library

1 Kyocera Copystar copier/scanner for public use at the Main Library

1 Ricoh print station/scanner/fax for public use and staff use at Hope Branch

1 Sharp copier for staff use at the Main Library

1 Xerox copier for office use at the Main Library

1 Xerox copier for office use at Hope Branch.

Databases

Subscription databases include all INSPIRE databases, Ancestry.com, BookPage Online, Chilton Auto Repair, Consumer Reports, Cypress Resume, DearReader New Book Alerts, Encyclopaedia Britannica, Fold3, HistoryGEO.com, Foundation Directory Online Professional, Foundation Grants to Individuals Online, Gale Virtual Reference, GrantSpace, HeritageQuest, Legal Forms and Tax Forms, Mango Languages, Morningstar, Muzzy Online, NovelList Plus, p4a Antiques Reference, Philanthropy In/Sight, Select Reads Monthly Booklists, Tumblebooks, and ValueLine.

In-house as well as remote access is available for all online databases with the exceptions of Ancestry.com, Foundation Directory Online Professional, Foundation Grants to Individuals, and Philanthropy In/Sight which must be used only in the Main Library or Hope Branch.

Events and Meeting Room Reservations

The Evanced Solutions module “Events” provides online registration for library programs and special events. The “Room Reserve” module allows patrons to reserve meeting space.

Meeting Rooms Equipment

The Red Room and Conference Room at the Main Library each provide user access to a computer, DVD player, LCD projector, screen, and television.

Digital Underground

In 2015, we created a Digital Creativity Lab with 2 PCs and 2 Apple computers with access to the Adobe Creative Suite and other free software. We also created a studio complete with green screen, video camera, and sound recording equipment.

Reading Clubs Online Interface

The Evanced Solutions module “Summer Reader” allows borrowers to register for the summer reading club and keep track of their own reading and prizes.

Bookkeeping and Payroll

Automated bookkeeping has been in use since 1985. BCPL purchased CompuTrain bookkeeping software In January 2004. Paylocity is used for automated timekeeping and payroll deposits.

Web Sites

The library owns 5 Internet domains: mybcpl.org, mybcpl.com, mybcpl.info, mybcpl.net, and barth.lib.in.us. All domains point to mybcpl.org as the primary web address. Our web design and hosting is by Joust. We utilize an app from Boopsie and Bookmyne from SirsiDynix.

Other Technologies

A VOIP telephone system was installed in 2013.

A security camera system at the Main Library was installed in 2010 and updated in 2011, 2012, and 2014.

An eNewsletter created with a Constant Contact subscription is sent to a list of more than 1400 library users at least one per month.

6 Smart Televisions are installed throughout the Main Library to serve program announcements, book trailers, and other related items.

Equipment Replacement Schedule

Computers- 4 years from purchase date

Printers/Copiers- 5 years from purchase/lease date

Networking- 6 years from purchase date, or as needed to make use of emerging technologies

Other Items- As needed

Technology Goals

1. Automate Bookmobile circulation process into our existing SirsiDynix Symphony ILS. (2016)
2. Design and Purchase a new app to replace our current app from Boopsie (2016)
3. Implement eCards for students (2016)
4. Replace copiers that are up for lease (2016)
5. Investigate and purchase a collection management tool such as Collection HQ (2016)
6. Expand current offerings in the Digital Underground (2016-2017)
7. Investigate and purchase the best devices to circulate to patrons (hotspots, tablets, eReaders, laptops, etc...) (2016-2017)
8. Initiate online registration for eCards (2016-2017)
9. Implement the ability to pay with credit cards at all locations (2016-2017)
10. Analyze the best options for keeping our physical materials secure (2016-2017)
11. Create technology competencies for all staff (2016-2017)
12. Replace Security Cameras with HD cameras throughout the Main Library and investigate using cameras at the Hope Branch (2017)
13. Redesign our website (2017)
14. Investigate the best options for providing self-check outs for patrons (2017-2018)
15. Upgrade the equipment available in our Red Room and Conference Room (2017-2018)
16. Identify the best way to digitize our local history and genealogy collections (2017-2018)
17. Investigate using LibGuides or similar software to provide better subject/genre specific resources and readers advisory help (2017-2018)
18. Investigate homework help resources such as tutor.com (2017-2018)

Evaluation

Regular and ongoing evaluation of this technology plan is crucial to success. As part of the continual evaluation, the goals will form the framework of reports from and to the library board and therefore the community. The director will work closely with the library's management team and other staff to monitor progress and make adjustments to services, programs, and resources as necessary. The director will regularly report on progress towards each goal and recommend changes to the technology plan as necessary.

Professional Development Strategy

A library at its core is truly about people. Not only does that mean connecting our patrons to the information and resources they need, but more importantly it means that our staff is our greatest asset. We aim to have a well-trained and knowledgeable staff in all areas, but especially in the technology realm.

One of the goals in our strategic plan is that we will maintain a staff that supports, encourages, and understands the ever-changing digital landscape. We will achieve this goal by providing staff with at least 4 trainings or programs each year that directly relates to technology and our digital resources. These will come in the form of formal classes, one-on-one assistance, internet-based webinars, and conference sessions. We will also be surveying the staff to see how their comfort level with technology is increasing.

We will be creating technology competencies for staff at all levels and catering training to each individual to help them achieve those competencies. As a result, we will be making progress towards those competencies a part of every staff member’s annual performance evaluation.

Financial Resources and Sustainability

BCPL is committed through the goals of both our strategic and technology plans to spend the necessary resources on technology that help us to meet the needs of the community.

For FY 2016 BCPL has budgeted the amounts below for technology. At this point, we anticipate that FY 2017 and FY2018 will be very similar.

BCPL Operating Budget	
Copying, Scanning, Faxing, equipment Lease	\$9,000
Database Subscriptions	\$36,000
eBooks and Downloadable Services	\$158,827
Web hosting/domains	\$250
Service Subscriptions (antivirus, firewall, Adobe, etc...)	\$20,000
SirsiDynix Maintenance Fees	\$36,000
OCLC Fees	\$27,000
Telephone	\$14,000
Internet (before USF and ISL subsidies)	\$48,000
Equipment	\$10,000
IT Contractor Services	\$30,000
BCPL Library Improvement Reserve Fund (LIRF)	
Equipment	\$50,000
Frances Carr Memorial Fund for Continuing Education	
Staff Development	\$10,000

We will be working to solicit and use grant and gift funds as appropriate to offset the budgeted amounts.